

Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on February 8, 2022 at 6:00 pm.**

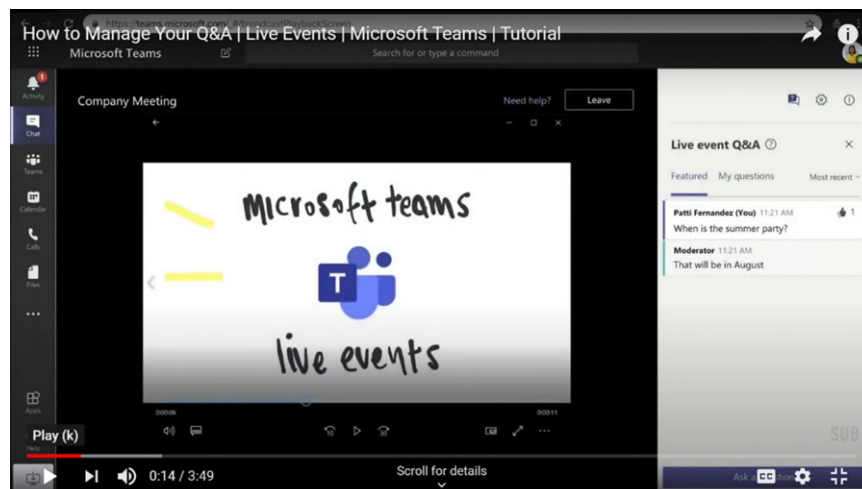
Requirements that limit the size of public gatherings due to the COVID-19 pandemic mean this meeting will proceed differently than they have in the past. The meeting will be conducted online via MS teams. We encourage members of the public to join the LIVE Event.

To participate in the meeting please click on this link: [ResourcesCommitteeMeeting-February-8-2022](https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84)

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A** function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca.



RESOURCES COMMITTEE
School Board Office
Via MS Teams
February 8, 2022 – 6:00 p.m.

A G E N D A

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

*We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth.
(words gifted by the three nations SD62 works with)*

2. REPORT (page 3)

3. PRESENTATIONS (10 min.)

4. BUSINESS

4.1 Program Review Update – Scott Stinson (page 6)

4.2 21/22 Amended Budget – David Lee Bonar (page 7)

Recommended Motion: That the Board of Education of School District #62 (Sooke) give all three readings to the 21/22 Amended Annual Budget Bylaw specifying a total budget of \$166,960,008

4.3 21/22 Quarter 2 Financial Forecast – David Lee Bonar (page 26)

4.4 22/23 Budget Development – Harold Cull (page 28)

4.5 Minor Capital Update – Mhairi Nicolson (page 31)

5. ADJOURNMENT

6. NEXT MEETING DATE: March 8, 2022



Committee Report of Resources Committee Meeting Live and via MS Teams January 12, 2022

Present:

- Bob Beckett, Trustee (Committee Chair)
- Wendy Hobbs, Trustee (Committee Member)
- Bob Phillips, Trustee (Committee Member)
- Ravi Parmar, Trustee
- Harold Cull, Secretary-Treasurer
- Ceilidh Deichmann, SPVPA
- Amber Leonard, CUPE
- Michelle Mackintosh, SPEAC
- Ed Berlando, STA
- Steve Tonnesen, IT
- Windy Beadall, Lead Educator Capital Planning
- Randy Cobb, Transportation Manager
- Pete Godau, Director Facilities
- David Lee-Bonar, Assistant Secretary-Treasurer

Guests:

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:05 pm by the Committee Chair, Bob Beckett acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Sc'ianew Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated December 8, 2021 at its Public Board Meeting dated December 14, 2021.

3. PRESENTATIONS

4. BUSINESS

4.1 Committee Mandate/Reminders – Bob Beckett

The Resources Committee discussed the role and purpose of the Committee and the valuable input the Committee has in Board decisions. The Committee was provided a copy of policy and regulation A-340: School Board Committees which outlines the details of the committee mandate and membership. The Committee Chair recognized the long service of committee member Ed Berlando, and Trustees Hobbs and Phillips.

The Mandate of the Resources Committee: To meet with the Secretary-Treasurer, other appropriate staff, and district partner groups to review and recommend to the Board direction and actions pertaining to:

- Building construction, maintenance and district facilities, transportation and custodial services;
- Develop and recommend to the Board long range planning for accommodating the District's needs related to sites and buildings;
- Make recommendations to the Board regarding the annual Capital Budget submission to the Ministry of Education;
- Consider and make recommendations to the Board on the District's operating, special purpose and capital budgets;
- Consider and recommend to the Board new or adjusted bylaws;
- Consider and make recommendations to the Board on the District's business and accounting services;
- Consider, recommend and provide advice and information to the Board related to human resources; and
- Other matters referred by the Board.

The Membership consists of:

- Three Trustees appointed in December of each year by the Board Chairperson;
- Superintendent;
- District staff;
- Any Trustees not assigned may attend as a guest;
- A representative from Sooke Teachers' Association (STA);
- A representative from CUPE Local 459;
- A representative from Sooke Principals and Vice-Principals Association (SPVPA);
- A representative from Sooke Parent Education Advisory Council (SPEAC); and
- A Student representative.

4.2 21/22 Budget Recalculation – David Lee Bonar

David Lee-Bonar provided an overview of the recalculated Operating Grant and Classroom Enhancement Fund Grant. Staff will be preparing the Amended Budget Bylaw for consideration by the Committee in February which will include staff's recommendation of an expenditure plan for one time funding this fiscal year.

Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the 2021/22 Amended Budget Bylaw at its meeting of February 22, 2022.

4.3 22/23 Budget Principles, Assertions and Process – Harold Cull

Based on the initial committee discussion back in December, Harold Cull requested support from the Committee on the proposed budget principles, assertions and process for the 22/23 fiscal year.

Motion Requested: That the Board of Education of School District 62 (Sooke) approve the proposed 22/23 budget principles, assertions and process as outlined at the January 12, 2022 Resources Committee Meeting.

4.4 School Construction Guiding Principles – Ravi Parmar/Windy Beadall

Ravi Parmar and Windy Beadall provided an initial list of guiding principles to the Committee in support of future capital projects. The Board Chair discussed the importance of engaging our partner and stakeholder groups on this topic and requested feedback prior starting the conversation with the wider community of staff, students, parents and local municipalities. The Committee discussed options to ensure that it gains the valuable input of our students, and Indigenous Nations. The Board of Education would like to ensure that it fosters a culture of belonging and wellness in its District, and that it serves the diverse population while ensuring a positive impact on society and the environment.

4.5 Transportation Policy Update – Harold Cull/Randy Cobb

Randy Cobb was introduced and provided his initial comments on the District’s transportation system. Discussion centered around in and out catchment riders and walk limits vs. safe routes to school. The need to match services with our limited resources was also discussed.

5. ADJOURNMENT AND NEXT MEETING DATE: February 8, 2022



Committee Info Note

Resources Committee Meeting

February 8, 2022

Agenda Item: 4.1 – Program Review Update

Background

- Further to the Program Review presentation to the Resources Committee at the October 12th meeting, staff would like to engage the Committee in an update regarding recommendations for alignment, coherence, and efficacy of district departments and programs.
- Program Review was a comprehensive look at every department and program within the district. These reviews are a great example of the District’s commitment to continuous improvement and innovation to best support student achievement. We have confirmation from the Ministry and our advisory committee that no other district has undertaken a review at this scale and depth.
- The reviews are the start of a process to ensure we properly align the District’s work with the resources (human and financial) required to deliver on the District’s Strategic Plan in a coherent, efficient and effective manner within the risk tolerance of the Board.
- The materials provided cover the following questions:
 - What is the connection with the Framework for Enhancing Student Learning (FESL)?
 - Why did we do the reviews and how did we conduct the reviews?
 - Key recommendations emerging from the process?

Current Context and purpose of the committee discussion:

- Engage the committee in a discussion on the recommendations that emerged grouped into 5 buckets:
 - What can be managed at no cost within departments?
 - What can be managed at no cost but has cross-department interdependencies?
 - What needs further analysis?
 - What requires one-time funding?
 - What needs multi-year structural funding?
- Given the comprehensive and multi-year nature of many of the recommendations, the Executive is developing a New Initiative Approval Process (NIAP) to look at cost vs. outcome and prioritize a few initiatives within the budgetary and capacity constraints of the district.
- Based on this work and feedback from stakeholder groups, the Executive Team will make recommendations to the Board through the budget process for the 2022/2023 school year.
- As funding becomes available, more of the recommendations will be implemented over time
- Staff will present to the Committee to highlight the review process and to motivate the Committee’s discussion

Committee Info Note Resources Committee February 8, 2022

Agenda Item: 4.2 – 21/22 Amended Budget

Background

- Pursuant to Section 156 of the *School Act* (Accounting Practices), Boards of Education are required to prepare and submit budgets to the Minister, in the form, with the information, and at the time required by the Minister
- The Minister is requiring Amended Annual Budgets to be prepared, adopted by bylaw and submitted by February 28, 2022

21/22 Amended Budget

- This Amended Annual Budget is the Board of Education’s updated financial plan for the 2021/22 school year
- The total budget bylaw amount, which includes expenses and asset purchases from all funds, is presented at the end of Statement 2 (attached)
- The Amended Annual Budget Bylaw amount of \$166,960,008 is an increase of \$12,816,561 from the Annual Budget bylaw amount of \$154,143,447 approved by the Board on June 22, 2021
- The \$12,816,561 increase is due to the following:

	2021-22 Amended	2021-22 Annual	Incr / (Decr)
	\$	\$	\$
Budget Bylaw Amount			
Operating - Total Expense	131,606,275	125,092,177	6,514,098
Operating - Tangible Capital Assets Purchased	171,305	0	171,305
Special Purpose Funds - Total Expense	24,567,858	19,590,650	4,977,208
Capital Fund - Total Expense	10,614,570	9,460,620	1,153,950
Total Budget Bylaw Amount	166,960,008	154,143,447	12,816,561

- The \$1,153,950 **Capital Fund Expense** increase is due to an anticipated increase in amortization of tangible capital assets

- The \$4,977,208 **Special Purpose Fund Expense** increase is largely due to the Classroom Enhancement Fund (\$4.37M), the Provincial Safe Return to School Grant (\$0.28M), and carry forward amounts from 2020/21 (\$1.36M)
- As indicated in the Schedule 2 table below, the \$171,305 increase in **Tangible Capital Assets** is mostly due to the acquisition of an electric school bus to be partially funded through carry over funds from 2020/21
- Also indicated in the Schedule 2 table below, the \$6,514,098 increase in **Operating Fund Expenses** is due to the 2020/21 carry forward amounts (\$1.60M), associated expenditures with an increase in International Program enrolment (\$0.91M), and associated expenditures with an increase in the Operating Grant (\$4.17M).

Schedule 2								
	2021-22 Amended Budget	FY22 Oper Grant	FY22 International Program	FY21 Department Reallocation	FY21 Carry Over	2021-22 Annual Budget	Incr / (Decr) \$	
Total Revenue	130,361,441	5,409,146	1,356,118	0	0	123,596,177	6,765,264	
Total Expense	131,606,275	4,174,146	913,118	(21,305)	1,448,139	125,092,177	6,514,098	
Tangible Capital Assets Purchased	171,305	0	0	21,305	150,000	0	171,305	
Surplus (Deficit), for the year	(1,416,139)	1,235,000	443,000	0	(1,598,139)	(1,496,000)	79,861	

- As per Schedule 1, the Budgeted Accumulated Surplus for the end of year is \$3,371,116. This amount is calculated as follows:

Accumulated Surplus, beginning of year	4,787,255
Preliminary Budget Net Expense	(1,496,000)
2020-21 Restricted Surplus / Carry Over	(1,598,139)
2021-22 Operating Grant Recalculation	1,235,000
2021-22 International Program Recalculation	443,000
Budgeted Accumulated Surplus, end of year	3,371,116

- The end of year Budgeted Accumulated Surplus of \$3,371,116 is 2.56% of budgeted total expenses and tangible capital asset purchases of \$131.78M

Recommended Motion: That the Board of Education of School District #62 (Sooke) give all three readings to the 21/22 Amended Annual Budget Bylaw specifying a total budget of \$166,960,008

Amended Annual Budget

School District No. 62 (Sooke)

June 30, 2022

School District No. 62 (Sooke)

June 30, 2022

Table of Contents

Bylaw	1
Amended Annual Budget - Revenue and Expense - Statement 2	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4	15

*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 62 (Sooke) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$166,960,008 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 22nd DAY OF FEBRUARY, 2022;

READ A SECOND TIME THE 22nd DAY OF FEBRUARY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 22nd DAY OF FEBRUARY, 2022;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 62 (Sooke) Amended Annual Budget Bylaw 2021/2022, adopted by the Board the 22nd DAY OF FEBRUARY, 2022.

Secretary Treasurer

School District No. 62 (Sooke)
 Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	12,138,313	11,653,000
Adult	40,438	40,000
Total Ministry Operating Grant Funded FTE's	12,178,751	11,693,000
Revenues	\$	\$
Provincial Grants		
Ministry of Education	144,598,542	134,155,881
Tuition	6,712,900	5,356,782
Other Revenue	4,835,368	4,910,369
Rentals and Leases	388,500	388,500
Investment Income	378,090	363,875
Amortization of Deferred Capital Revenue	8,440,864	7,456,368
Amortization of Deferred Capital Revenue - for lease	61,477	61,477
Total Revenue	165,415,741	152,693,252
Expenses		
Instruction	135,346,792	124,959,277
District Administration	6,302,624	5,627,040
Operations and Maintenance	21,822,891	20,364,021
Transportation and Housing	3,316,396	3,193,109
Total Expense	166,788,703	154,143,447
Net Revenue (Expense)	(1,372,962)	(1,450,195)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,416,139	1,496,000
Budgeted Surplus (Deficit), for the year	43,177	45,805
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	43,177	45,805
Budgeted Surplus (Deficit), for the year	43,177	45,805

School District No. 62 (Sooke)
 Amended Annual Budget - Revenue and Expense
 Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	131,606,275	125,092,177
Operating - Tangible Capital Assets Purchased	171,305	
Special Purpose Funds - Total Expense	24,567,858	19,590,650
Capital Fund - Total Expense	10,614,570	9,460,620
Total Budget Bylaw Amount	166,960,008	154,143,447

Approved by the Board

Signature of the Chairperson of the Board of Education Date Signed

Signature of the Superintendent Date Signed

Signature of the Secretary Treasurer Date Signed

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(1,372,962)</u>	<u>(1,450,195)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(171,305)	
From Deferred Capital Revenue	<u>(47,299,170)</u>	(48,470,319)
Total Acquisition of Tangible Capital Assets	<u>(47,470,475)</u>	(48,470,319)
Amortization of Tangible Capital Assets	<u>9,295,178</u>	8,212,188
Total Effect of change in Tangible Capital Assets	<u>(38,175,297)</u>	(40,258,131)
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(39,548,259)</u></u>	<u><u>(41,708,326)</u></u>

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2022

	Operating Fund	Special Purpose Fund	Capital Fund	2022 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	4,787,255	673,449	133,798,684	139,259,388
Changes for the year				
Net Revenue (Expense) for the year	(1,244,834)		(128,128)	(1,372,962)
Interfund Transfers				
Tangible Capital Assets Purchased	(171,305)		171,305	-
Net Changes for the year	(1,416,139)	-	43,177	(1,372,962)
Budgeted Accumulated Surplus (Deficit), end of year	3,371,116	673,449	133,841,861	137,886,426

School District No. 62 (Sooke)
 Amended Annual Budget - Operating Revenue and Expense
 Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	121,975,601	116,593,851
Tuition	6,712,900	5,356,782
Other Revenue	930,565	903,169
Rentals and Leases	388,500	388,500
Investment Income	353,875	353,875
Total Revenue	130,361,441	123,596,177
Expenses		
Instruction	111,108,643	105,705,441
District Administration	6,302,624	5,627,040
Operations and Maintenance	11,444,136	11,008,824
Transportation and Housing	2,750,872	2,750,872
Total Expense	131,606,275	125,092,177
Net Revenue (Expense)	(1,244,834)	(1,496,000)
Budgeted Prior Year Surplus Appropriation	1,416,139	1,496,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(171,305)	-
Total Net Transfers	(171,305)	-
Budgeted Surplus (Deficit), for the year	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	120,951,499	115,360,539
ISC/LEA Recovery	(509,565)	(482,169)
Other Ministry of Education Grants		
Pay Equity	931,052	931,052
Funding for Graduated Adults	40,000	40,000
Student Transportation Fund	358,365	358,365
FSA Scorer Grant	12,000	12,000
Anticipated Salary Differential Increase	-	201,554
Anticipated Enrolment Increase	192,250	172,510
Total Provincial Grants - Ministry of Education	121,975,601	116,593,851
Tuition		
Continuing Education	110,000	110,000
International and Out of Province Students	6,602,900	5,246,782
Total Tuition	6,712,900	5,356,782
Other Revenues		
Funding from First Nations	509,565	482,169
Miscellaneous		
Grants for Crossing Guards	70,000	70,000
Rebates	51,000	51,000
SGF Discretionary	200,000	200,000
Miscellaneous	100,000	100,000
Total Other Revenue	930,565	903,169
Rentals and Leases	388,500	388,500
Investment Income	353,875	353,875
Total Operating Revenue	130,361,441	123,596,177

School District No. 62 (Sooke)

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Salaries		
Teachers	50,731,418	49,388,940
Principals and Vice Principals	8,648,042	8,414,762
Educational Assistants	10,979,163	10,806,148
Support Staff	12,837,058	12,699,869
Other Professionals	4,726,417	4,326,896
Substitutes	5,626,091	4,342,034
Total Salaries	93,548,189	89,978,649
Employee Benefits	22,822,078	21,872,327
Total Salaries and Benefits	116,370,267	111,850,976
Services and Supplies		
Services	6,546,701	5,684,026
Professional Development and Travel	1,116,517	1,178,144
Rentals and Leases	355,391	336,249
Dues and Fees	214,991	197,404
Insurance	514,545	387,070
Supplies	4,768,219	3,738,664
Utilities	1,693,844	1,693,844
Bad Debt	25,800	25,800
Total Services and Supplies	15,236,008	13,241,201
Total Operating Expense	131,606,275	125,092,177

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2022

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	43,149,901	291,106	144,693	1,964,409	404,549	3,753,029	49,707,687
1.03 Career Programs	224,438			188,890		22,802	436,130
1.07 Library Services	1,394,505			262,228		5,876	1,662,609
1.08 Counselling	2,001,384					1,000	2,002,384
1.10 Special Education	1,240,733	261,582	10,472,470	99,860	1,158,206	1,033,280	14,266,131
1.30 English Language Learning	1,197,000			40,800			1,237,800
1.31 Indigenous Education	660,500	253,700	362,000	89,350		17,000	1,382,550
1.41 School Administration		7,423,169		2,349,070		221,225	9,993,464
1.61 Continuing Education				29,347			29,347
1.62 International and Out of Province Students	852,891	273,907		314,561			1,441,359
Total Function 1	50,721,352	8,503,464	10,979,163	5,338,515	1,562,755	5,054,212	82,159,461
4 District Administration							
4.11 Educational Administration		144,578			830,000	50,000	1,024,578
4.40 School District Governance					120,500		120,500
4.41 Business Administration	10,066			659,876	1,761,725	87,883	2,519,550
Total Function 4	10,066	144,578	-	659,876	2,712,225	137,883	3,664,628
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				119,545	142,749		262,294
5.50 Maintenance Operations				4,557,283	208,191	350,570	5,116,044
5.52 Maintenance of Grounds				543,434			543,434
5.56 Utilities							-
Total Function 5	-	-	-	5,220,262	350,940	350,570	5,921,772
7 Transportation and Housing							
7.41 Transportation and Housing Administration				116,574	100,497		217,071
7.70 Student Transportation				1,501,831		83,426	1,585,257
Total Function 7	-	-	-	1,618,405	100,497	83,426	1,802,328
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	50,731,418	8,648,042	10,979,163	12,837,058	4,726,417	5,626,091	93,548,189

School District No. 62 (Sooke)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	49,707,687	12,276,181	61,983,868	3,824,030	65,807,898	60,484,085
1.03 Career Programs	436,130	115,496	551,626	298,942	850,568	1,008,220
1.07 Library Services	1,662,609	412,841	2,075,450	47,593	2,123,043	2,132,443
1.08 Counselling	2,002,384	490,601	2,492,985	6,237	2,499,222	2,487,627
1.10 Special Education	14,266,131	3,623,151	17,889,282	529,580	18,418,862	19,280,888
1.30 English Language Learning	1,237,800	303,472	1,541,272	30,000	1,571,272	1,562,941
1.31 Indigenous Education	1,382,550	362,015	1,744,565	251,300	1,995,865	1,917,125
1.41 School Administration	9,993,464	2,178,613	12,172,077	587,878	12,759,955	12,679,696
1.61 Continuing Education	29,347	1,596	30,943	60,612	91,555	91,555
1.62 International and Out of Province Students	1,441,359	325,081	1,766,440	3,223,963	4,990,403	4,060,861
Total Function 1	82,159,461	20,089,047	102,248,508	8,860,135	111,108,643	105,705,441
4 District Administration						
4.11 Educational Administration	1,024,578	214,661	1,239,239	586,807	1,826,046	1,483,476
4.40 School District Governance	120,500	6,500	127,000	127,088	254,088	254,088
4.41 Business Administration	2,519,550	564,191	3,083,741	1,138,749	4,222,490	3,889,476
Total Function 4	3,664,628	785,352	4,449,980	1,852,644	6,302,624	5,627,040
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	262,294	66,041	328,335	397,470	725,805	655,629
5.50 Maintenance Operations	5,116,044	1,320,974	6,437,018	1,592,018	8,029,036	7,801,441
5.52 Maintenance of Grounds	543,434	133,575	677,009	318,442	995,451	857,910
5.56 Utilities	-	-	-	1,693,844	1,693,844	1,693,844
Total Function 5	5,921,772	1,520,590	7,442,362	4,001,774	11,444,136	11,008,824
7 Transportation and Housing						
7.41 Transportation and Housing Administration	217,071	53,402	270,473	35,008	305,481	305,481
7.70 Student Transportation	1,585,257	373,687	1,958,944	486,447	2,445,391	2,445,391
Total Function 7	1,802,328	427,089	2,229,417	521,455	2,750,872	2,750,872
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	93,548,189	22,822,078	116,370,267	15,236,008	131,606,275	125,092,177

School District No. 62 (Sooke)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	20,638,840	15,573,450
Other Revenue	3,904,803	4,007,200
Investment Income	24,215	10,000
Total Revenue	24,567,858	19,590,650
Expenses		
Instruction	24,238,149	19,253,836
Operations and Maintenance	329,709	336,814
Total Expense	24,567,858	19,590,650
Budgeted Surplus (Deficit), for the year	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2022

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	-	14,215	710,044	4,130	32,265	24,249	81,413	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	329,709	401,652			192,000	44,100	220,270	768,299	1,429,873
Other				2,000,000				20,000	
Investment Income			10,000						
	329,709	401,652	10,000	2,000,000	192,000	44,100	220,270	788,299	1,429,873
Less: Allocated to Revenue	329,709	401,652	24,215	2,710,044	196,130	76,365	244,519	869,712	1,429,873
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	329,709	401,652			196,130	76,365	244,519	869,712	1,429,873
Other Revenue				2,710,044					
Investment Income			24,215						
	329,709	401,652	24,215	2,710,044	196,130	76,365	244,519	869,712	1,429,873
Expenses									
Salaries									
Teachers							50,000		27,541
Principals and Vice Principals								35,000	
Educational Assistants		313,791							170,000
Support Staff				10,000	125,000			103,500	140,000
Other Professionals								157,000	
Substitutes				20,000	10,000	19,500		15,000	795,210
	-	313,791	-	30,000	135,000	19,500	50,000	310,500	1,132,751
Employee Benefits		87,861		12,000	33,000	2,000	12,000	75,000	257,462
Services and Supplies	329,709		24,215	2,668,044	28,130	54,865	182,519	484,212	39,660
	329,709	401,652	24,215	2,710,044	196,130	76,365	244,519	869,712	1,429,873
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2022

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Seamless Day Kindergarten	Nature K	Youth Work Trades	Academies
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	28,147	13,105	19,246	17,792			4,953	-	279,698
Add: Restricted Grants									
Provincial Grants - Ministry of Education	16,526,931	27,149	120,482	17,500	279,148	35,000			
Other								30,000	730,000
Investment Income									
	16,526,931	27,149	120,482	17,500	279,148	35,000	-	30,000	730,000
Less: Allocated to Revenue	16,555,078	40,254	139,728	35,292	279,148	35,000	4,953	30,000	1,009,698
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	16,555,078	40,254	139,728	35,292	279,148	35,000			
Other Revenue							4,953	30,000	1,009,698
Investment Income									
	16,555,078	40,254	139,728	35,292	279,148	35,000	4,953	30,000	1,009,698
Expenses									
Salaries									
Teachers	13,288,713							25,000	55,000
Principals and Vice Principals									15,000
Educational Assistants									
Support Staff					57,000	10,000			45,000
Other Professionals									
Substitutes			20,000	5,000					
	13,288,713	-	20,000	5,000	57,000	10,000	-	25,000	115,000
Employee Benefits	3,266,365		5,000	1,000	16,148	2,500		5,000	25,000
Services and Supplies		40,254	114,728	29,292	206,000	22,500	4,953		869,698
	16,555,078	40,254	139,728	35,292	279,148	35,000	4,953	30,000	1,009,698
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 62 (Sooke)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2022

	Art Starts	Donations	Theatres	SEY2K	Kidsport	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	6,642	59,418	42,194	6,380	14,654	1,358,545
Add: Restricted Grants						
Provincial Grants - Ministry of Education						20,392,113
Other	7,200	20,000				2,807,200
Investment Income						10,000
	7,200	20,000	-	-	-	23,209,313
Less: Allocated to Revenue	13,842	79,418	42,194	6,380	14,654	24,567,858
Deferred Revenue, end of year	-	-	-	-	-	-
Revenues						
Provincial Grants - Ministry of Education				6,380		20,638,840
Other Revenue	13,842	79,418	42,194		14,654	3,904,803
Investment Income						24,215
	13,842	79,418	42,194	6,380	14,654	24,567,858
Expenses						
Salaries						
Teachers						13,446,254
Principals and Vice Principals						50,000
Educational Assistants						483,791
Support Staff						490,500
Other Professionals						157,000
Substitutes				5,000		889,710
	-	-	-	5,000	-	15,517,255
Employee Benefits				1,000		3,801,336
Services and Supplies	13,842	79,418	42,194	380	14,654	5,249,267
	13,842	79,418	42,194	6,380	14,654	24,567,858
Net Revenue (Expense)	-	-	-	-	-	-

School District No. 62 (Sooke)
 Amended Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2022

	2022 Amended Annual Budget			2022 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education	1,984,101		1,984,101	1,988,580
Amortization of Deferred Capital Revenue	8,440,864		8,440,864	7,456,368
Amortization of Deferred Capital Revenue - for lease	61,477		61,477	61,477
Total Revenue	10,486,442	-	10,486,442	9,506,425
Expenses				
Operations and Maintenance	1,319,392		1,319,392	1,248,432
Amortization of Tangible Capital Assets				
Operations and Maintenance	8,729,654		8,729,654	7,769,951
Transportation and Housing	565,524		565,524	442,237
Total Expense	10,614,570	-	10,614,570	9,460,620
Net Revenue (Expense)	(128,128)	-	(128,128)	45,805
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	171,305		171,305	
Total Net Transfers	171,305	-	171,305	-
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	43,177	-	43,177	45,805

Committee Info Note Resource Committee Meeting February 8, 2022

Agenda Item: 4.3 Quarter Two Financial Forecast Info Note

Background Information

- Attached are the summary documents outlining the estimated year-end financial position of the District based on the quarter 2 forecasting process
- Summaries based on expenditures by **function** and **STOB** (standard object of expenditure) have been provided for the Committee's review as well as the overall forecasted **Savings and Pressures**
- The actual financial information (revenues and expenditures) as at December 31st (Q2) have been used in the preparation of this forecast

Forecasted Year End Position

- The District is estimated to end the fiscal year with a surplus of approximately \$.438 m
- When this projected surplus is added to the existing financial reserve (as stated in the Amended Budget in 4.2), the projected year-end financial reserve is estimated to be **\$3.808 m or 2.89%** of the operating budget
- The difference between the reserve target of 2% and the estimated year end position of 2.89% is \$1.173 m of which \$1.000 m is structural and \$.173 is one-time savings
- Staff are cognizant that the Q2 forecast has the potential to understate the actual expenditures that will be realized by the end of the fiscal year (June 30)
- The forecast also contains several risks that could/will impact the final position:
 - Pandemic costs
 - Vaccine procedure
 - February and May enrolment counts
 - Space requirements for 22/23

- Staff will continue to monitor the District's revenues and expenditures and will provide the Q3 update to the Committee in May

Recommended Spending Plan for 21/22

Committee/Board Question #1:

Does the Board want to make any structural funding decisions with the excess reserve amount of \$1.000 m?

- As will be discussed in agenda item #4.4, staff are recommending to use these structural savings to partially offset the structural pressures for the 22/23 fiscal year

Committee/Board Question #2:

Does the Board want to make any one-time funding decisions with the excess reserve amount of \$1.173 m?

- Given the continuing financial challenges presented by the pandemic and the risks noted above, staff recommend the Board wait until the Q3 forecast prior to creating a plan of one-time expenditures
- At the February Leadership Team meeting, many staff supported a conservative approach to the remainder of the year by waiting until the Q3 forecast is prepared

School District Six Two

Summary of Q2 Forecast by Financial Statement Function

	AMENDED BUDGET	Q2 FORECAST	VARIANCE	
Revenues				
Provincial Grants			-	
Ministry of Education	122,002,997	122,536,822	(533,825)	FEB LEVEL 1-3 ENROL
Municipal Grants Spent on Sites			-	
Tuition	6,712,900	6,666,586	46,314	INTERNATIONAL PROGRAM
Other Revenue	903,169	941,064	(37,895)	
Rentals and Leases	388,500	307,110	81,390	DUE TO COVID
Investment Income	353,875	172,892	180,983	LOWER CASH BAL. AND REDUCTED INTEREST RATE FROM PRIOR YEAR
Total Revenue	130,361,441	130,624,473	(263,032)	
Expenses				
Instruction	111,117,218	110,842,664	274,553	TEACHER & PVP SAL/BEN
District Administration	6,302,625	6,209,842	92,782	FINANCE DEPT VACANCIES / STAFF TURNOVER
Operations and Maintenance	11,435,561	11,435,661	(100)	
Transportation and Housing	2,750,872	2,943,849	(192,977)	DRIVER SAL/BEN & SUPPLIES (FUEL, PARTS)
Total Expense	131,606,275	131,432,017	174,258	
Net Revenue (Expense)	(1,244,834)	(807,543)	(437,291)	
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	(171,305)	(171,305)	-	
Surplus (Deficit), for the year	(1,416,139)	(978,848)	(437,291)	
Total Reserve as at June 30 2021	4,787,255	4,787,255	-	
Operating Surplus (Deficit) for the year	(1,416,139)	(978,848)	(437,291)	
Total Reserve as at June 30 2022	3,371,116	3,808,407	(437,291)	
Reserve % of Total Expenditures as at June 30 2022	2.56%	2.89%		

2021-22 Q2 OPERATING FORECAST SUMMARY

	Q2 SAVINGS / (PRESSURE)	
SAVINGS FROM BUDGET		
PVP SAL/BEN	\$ 141,778	ACTING VP
TEACHER SALARY AND BENEFITS	\$ 894,124	FTE BURN LESS THAN BUDGETED
INCLUSIVE EDUCATION SERVICES	\$ 75,760	INCLUDES PLAN TO HIRE 20 ADDITIONAL EA'S
SBO BUSINESS ADMIN	\$ 44,415	ENGAGEMENT SURVEY
EDUCATIONAL ADMIN	\$ 48,497	DIGITAL SERVICES
FINANCE DEPT	\$ 131,740	VACANCIES / STAFF TURNOVER
IT DEPT	\$ 39,549	VACANCIES / STAFF TURNOVER
IT SOFTWARE / SUPPLIES	\$ 123,662	
MISCELLANEOUS OTHER SAVINGS		
TOTAL SAVINGS FROM BUDGET	\$ 1,499,526	
PRESSURES FROM BUDGET		
TOC SALARIES AND BENEFITS	\$ (317,788)	DUE TO COVID
TRANSPORTATION	\$ (192,977)	DRIVER REPLACEMENT SAL/BEN
RENTAL REVENUE	\$ (50,902)	DUE TO COVID
INTEREST REVENUE	\$ (180,983)	LOWER CASH BAL. AND REDUCED INTEREST RATE FROM PRIOR YEAR
EMPLOYEE FUTURE BENEFITS	\$ (39,853)	
MISCELLANEOUS REVENUE	\$ (49,031)	DOMESTIC TUITION BUDGET TOO HIGH
CONTINUING EDUCATION	\$ (73,342)	
HR DEPT	\$ (107,757)	NEW EMPL ORIENTATION (\$30K); ERGO (\$30K); EFAP (\$24K);
DISTRICT LEGAL	\$ (49,601)	
TOTAL PRESSURES FROM BUDGET	\$ (1,062,235)	
NET SAVINGS / (PRESSURE) FROM BUDGET	\$ 437,291	
TOTAL RESERVE AS AT JUNE 30 2021	\$ 4,787,255	
FY22 BUDGETED DEFICIT	\$ (1,416,139)	
A FY22 BUDGETED RESERVE AS AT JUNE 30 2022	\$ 3,371,116	
B FY22 FORECASTED SAVINGS / (PRESSURE)	\$ 437,291	
C = A+B FORECASTED TOTAL RESERVE AS AT JUNE 30 2021	\$ 3,808,407	
D FY22 OPERATING EXPENDITURE BUDGET	131,777,580	
E = C/D FORECASTED TOTAL RESERVE % AS AT JUNE 30 2022	2.89%	
F 2% OF CURRENT FY22 OPERATING EXPENSE BUDGET	\$ 2,635,552	=2% * \$131.7M
G = C-F AMOUNT OF ADDITIONAL SPENDING TO REDUCE RESERVE TO 2%	\$ 1,172,855	
SIGNIFICANT RISKS:		
- CEF	- UTILITIES	- COVID 19
- TEACHER SAL/BEN	- VACCINATION PROCEDURE	- SALARY DIFFERENTIAL
- TOC SAL/BEN	- FEB & MAY ENROLMENT	- BENEFIT SURPLUS
- POTENTIAL CAPITAL PROJECT CONTRIBUTIONS		

School District Six Two

Summary of Q2 Forecast by Financial Statement Expenditure Type

	AMENDED BUDGET	Q2 FORECAST	VARIANCE	
SALARIES				
TEACHERS	50,731,418	49,914,185	817,233	FTE BURN LESS THAN BUDGETED
PVP	8,648,042	8,518,763	129,279	ACTING VP
EA	10,979,163	11,546,427	(567,264)	ADDITIONAL EA STAFFING TO ADDRESS FEB ENROL COUNT
SUPPORT STAFF	12,831,058	12,755,607	75,451	
OTHER PROF	4,726,417	4,724,707	1,710	
SUBSTITUTES	5,625,491	5,670,819	(45,328)	
TOTAL SALARIES	93,541,589	93,130,510	411,079	
EMPLOYEE BENEFITS	22,821,878	22,661,849	160,029	TEACHER & PVP BEN
SERVICES AND SUPPLIES				
SERVICES	6,497,751	6,651,026	(153,275)	VARIOUS DEPTS: MORE LEASED EQUIP & GENERAL SERVICES
STUDENT TRANSPORTATION		-	-	
PROFESSIONAL DEVELOPMENT AND TRAVEL	1,117,366	1,064,586	52,780	
RENTALS AND LEASES	355,391	397,229	(41,838)	
DUES AND FEES	214,991	211,864	3,127	
INSURANCE	514,545	502,164	12,381	
SUPPLIES	4,823,120	5,093,145	(270,025)	TRANSPORTATION FUEL & PARTS (\$80K)
UTILITIES	1,693,844	1,693,844	-	
BAD DEBT	25,800	25,800	-	
TOTAL SERVICES AND SUPPLIES	15,242,808	15,639,658	(396,850)	
TOTAL OPERATING EXPENSE	131,606,275	131,432,017	174,258	
TANGIBLE CAPITAL ASSETS PURCHASED	171,305	171,305	-	ELECTRIC BUS

Committee Info Note

Resource Committee Meeting

February 8, 2022

Agenda Item 4.4: 22/23 Budget Development Info Note

Background

- The budget process for the 22/23 fiscal year has begun
- Based on the Resources Committee recommendation from the January, the Board has approved the budget principles, assertions and timelines presented at last month’s Committee meeting
- From the Resources Committee’s perspective, the following is a snapshot of the Committee’s role and timing in the budget development process:

Resource Committee
Jan 12 – 2 nd review and input on process & timelines
Feb 8 – Review & input on draft Operational Plan work
Mar 9 – Review & input on draft Operational Plan priorities
Apr 12 – Review and input on draft Budget
May 10 – Review and input on revised Budget (if applicable)

Operational Plan

- As identified during the strategic planning process, the District will be using the Program Review process (as updated during agenda item 4.1) as the driver of the Operational Plan for the 22/23 school year
- That process is well under way and the Executive is reviewing the supported recommendations and will be working through the approval process over the next month
- The approved recommendations and priorities will be reviewed by the Committee and Board through the proposed budget development process in March as contemplated in the timelines above

Starting Point

- Although enrolment for 22/23 has not yet been confirmed (mid-February) and the budget instructions have not been provided (mid-March), staff have started estimating the impacts on next year's budget
- Using the Quarter 2 forecast (agenda item 4.2), staff are expecting to end this fiscal year with a financial reserve of \$3.809 m or 2.89% of the operating budget
- This is approximately \$1.174 m or .89% above the reserve target of 2%

Estimated Enrolment and Direct Costs

- Using long range enrolment estimates that will be confirmed in the February 1701 process, the District is expected to grow by 381 FTEs
- Using the existing funding formula, the additional operating grant revenue will be approximately \$3.000 m
- Direct costs for these additional student FTEs is \$2.600 m broken down between enrolling/non-enrolling teachers, TOCs, additional bus & driver, supplies and other FTE driven costs
- This leaves approximately **\$.400 m or 13%** of the generated revenue for support/variable costs

Initial Estimated Pressures

- Staff have also started to estimate the cost pressures facing the system
- The following table reflects these initial pressures compared to the revenue generated above for support/variable costs:

New Dough	\$.400 m
Pexsisen opening	(\$.600 m)
Centre Mountain Lellum opening	(\$.900 m)
Re-instate 21/22 reductions	(\$.300 m)
Inflation (CPP, health & dental, legal)	(\$.800 m)
Revenue reductions (ISP, CE, domestic tuition)	(\$.600 m)
Estimated Pressure	(~\$2.800 m)

- This list will continue to evolve as the additional pressures become known and mitigation strategies are developed to address the pressures
- Staff will provide an updated list to the Committee in March along with the Program Review/Operational Plan priorities

Initial Mitigation Strategy

- To begin the discussion on mitigation strategies, staff are recommending that the \$1.000 m structural savings (\$.174 is one-time savings) from 21/22 is used to begin to offset the identified \$2.800 m pressure noted above **leaving a net pressure of \$1.800 m**
- This would mean that no structural decisions are made with the projected reserve amount over the target of 2% (one-time uses would be supported)

Next Steps

- Per the Board approved Budget Process and Timeline, staff will bring the Program Review/Operational Plan priorities to the Resources Committee and Board meetings in March for review and input
- Based on input received, staff will create a financial plan (budget) for the April meetings based on the operational plan and pressures/savings facing the District using the following formula as a summary guideline:

$$21/22 \text{ +/- Pressures +/- Program Review} = \text{Budget}$$

- Staff will provide a presentation to the Committee to fill in some of the gaps not filled by this Information Note

Committee Info Note

Resources Committee Meeting

February 8, 2022

Agenda Item: 4.5 – Minor Capital Program

Background

- As part of their annual work plan, the Board (BoE) will be receiving quarterly updates from staff on key measures in the following areas:

- Strategic Plan
 - FESL (where applicable)
 - Na'tsa'maht agreement
 - Financial Forecast
 - Enrolment report
 - Minor & Major Capital Work
- Staff have attached to summary documents outlining the work completed on:
 - Minor Capital projects (MoE, District, grant and PAC funded)
 - Annual Facilities Grant
- The AFG funding is provided by the Ministry on their fiscal year (April to March) and therefore we are reporting out on government's 3rd quarter while it is the school district's 2nd quarter
- Meaning tonight's update will be for the period of April 1 to December 31, 2021
- The Enrolment Report will be provided to the Board at their February meeting once the February 15th reporting process is completed

Minor Capital

- We are off to a good start with the Minor Capital projects with 65% of the work completed to date at the half way point of the year
- The Minor Capital Committee (Facilities and Educational staff) are working well together to review and prioritize projects with an emphasis on ensuring strong communications of progress/results to the field
- The communication in this area was identified as an opportunity for improvement during the development of the Facilities Plan
- Staff will continue to manage the identified projects while being flexible to address emergent issues

Annual Facilities Grant (AFG) Projects

- The District is mowing through the AFG program and project list and we are currently have spent 83% of the annual budget
- The summary list also identifies emergent projects that have been completed through the program this year

**School District Six Two (Sooke)
Minor Capital Program Summary
April 1, 2021 to March 31, 2022**

**April 1st, 2021 to December 31, 2021
Project Update**

MoE & District Funded Projects	Budget	% of Minor Capital Budget	YTD	% Complete	Notes
EMCS Theatre Seating	\$35,000	0.69%	\$15,000	90.00%	New projector to be installed
Major Capital (WLEMS Millwork)	\$300,000	5.89%	\$130,000	50.00%	Scheduled completion May 2022
Space Invaders	-\$20,000	0.39%	\$-00	0.00%	No room conversions funding
Hans Helgesen Envelope	\$1,500,000	29.43%	\$600,000	35.00%	Scheduled completion April June 2022
David Cameron Boiler Upgrade	\$350,000	6.87%	\$250,000	100.00%	Complete
Specialized Capital Funding not used for Grants	\$140,000	2.75%	\$29,000	20.00%	Various/ongoing
Hans Helgesen Roof Replacement (SEP)	\$1,000,000	19.62%	\$998,000	100.00%	Complete
Spencer Mechanical Upgrade (SEP)	\$1,000,000	19.62%	\$1,000,000	85.00%	Scheduled completion Feb 2022
Total - Moe & District Funded Projects	\$4,345,000	85.26%	\$3,022,000	69.55%	
Grants					
Annual Playground Program (PEP)	\$165,000	3.24%	\$165,000	100.00%	Complete
Colwood Outdoor Leaning	\$6,100	0.12%	\$-00	100.00%	Complete
RBSS Welders	\$80,000	1.57%	\$75,000	100.00%	Complete
Total - Grants	\$251,100	4.93%	\$240,000	95.58%	
PAC					
School PAC Funds Elementary	\$200,000	3.92%	\$40,000	85.00%	Other projects TBD 21-22
District Gaming Funds	\$300,000	5.89%	\$20,000	85.00%	Other projects TBD 21-22
Total - PAC	\$500,000	9.81%	\$60,000	12.00%	
Total Minor Capital Program	\$5,096,100	75.76%	\$3,322,000	65.19%	

School District Six Two (Sooke)
Summary of Annual Facilities Grant
April 1, 2021 to March 31, 2022

April 1, 2021 to December 31, 2021

Programs	Location	Description	Budget	YTD	% Complete	Notes
Roofing	SBC	Roofing (Sections TBD)	\$110,000	\$-	0.00%	Cancelled - to accommodate roofing at Sooke
Roofing	Sooke Elementary	Roofing (Sections TBD)	\$220,000	\$390,000	100.00%	Complete
Exterior Painting	Poirier	Exterior Painting cinder blocks	\$10,000	\$-	0.00%	
Exterior Painting	Sooke Elementary	Exterior Painting	\$65,000	\$15,000	60.00%	Hold back - awaiting deficiency completion
Mechanical Upgrades	TBD	Mechanical Upgrades	\$75,000	\$-	0.00%	
Mechanical Upgrades	Various	ELM Upgrades and maintenance	\$75,000	\$56,250	75.00%	Annual Upgrades
Electrical Upgrades	EMCS	CAT 6 wiring upgrade	\$100,000	\$106,000	100.00%	Complete
Electrical Upgrades	Saseenos	Fire Alarm upgrade	\$12,500	\$-	0.00%	Cancelled - to accommodate Savory alarm
Electrical Upgrades	Sooke Elementary	Fire Alarm upgrade	\$12,500	\$-	0.00%	Cancelled - to accommodate Savory alarm
Electrical Upgrades	Spencer Middle	Lighting upgrade (inner circle)	\$25,000	\$-	0.00%	Postponed - summer 2022
Flooring	Journey Middle	Flooring Upgrades main office, stair landings, rm. 1130	\$40,000	\$21,000	100.00%	Complete
Flooring	Saseenos	Flooring Upgrades 1041, 1042, hallway and library	\$70,000	\$73,000	100.00%	Complete
Flooring	Savory Elementary	Flooring Upgrades 1022, 1023, library and support rm.	\$35,000	\$32,000	100.00%	Complete
Flooring	Sooke Elementary	Flooring Upgrades 1002, 1003, 1044	\$35,000	\$30,000	100.00%	Complete
Drainage	Sangster	Exterior drainage upgrade	\$40,000	\$36,000	100.00%	Complete
Drainage	Spencer Middle	Field Upgrade	\$50,000	\$57,000	100.00%	Complete
Door Replacement	Millstream	FOB Access 2 sets of doors (gym access)	\$22,000	\$20,000	100.00%	Complete
Door Replacement	Sangster	FOB Access 2 sets of doors (annex access)	\$22,000	\$20,000	100.00%	Complete
Door Replacement	Sooke Elementary	Exterior door replacement (1 double and 4 single)	\$30,000	\$28,000	100.00%	Complete
Programs Total			\$1,049,000	\$884,250	84.29%	

Location	Project Description	Budget	YTD	% Complete	Notes
Belmont	Bus loop area landscaping/ clean-up	\$8,000	\$-	0.00%	Scheduled Fall 2021
Colwood	Pea gravel removal and site prep	\$35,000	\$38,000	100.00%	Complete
Colwood	Pathway from new crosswalk to school	\$12,000	\$9,000	100.00%	Complete
Crystal View	Outdoor Classroom	\$6,000	\$5,500	100.00%	Complete
David Cameron	Installation of PAC funded items	\$6,000	\$4,000	75.00%	In-Progress
EMCS	Vented cabinet and eye wash for science lab	\$2,500	\$500	100.00%	Complete
EMCS	Venting for range in room 1167 Skills for Life	\$3,500	\$3,500	100.00%	Complete
EMCS	Makers space audit/ safety plan	\$10,000	\$4,000	100.00%	Complete
Facilities Office	Additional office for Facilities	\$85,000	\$-	0.00%	ON HOLD - based on need
Hans Helgesen	Forest access pathway	\$15,000	\$-	0.00%	ON HOLD - feasibility
Hans Helgesen	Small portion of fencing beside parking	\$3,000	\$-	0.00%	Complete
Happy Valley	Ground treatment for kindergarten area	\$15,000	\$15,000	100.00%	Complete
Happy Valley	Nature Play	\$10,000	\$-	0.00%	Scheduled for Spring 2022
John Muir	Parking lot study - planning	\$6,000	\$1,500	30.00%	In-Progress
John Stubbs	Safety under the bridge, clean up area	\$8,000	\$5,000	10.00%	In-Progress
Journey	Replace broken pavers with asphalt on pathway	\$21,500	\$28,000	100.00%	Complete
Lakewood	Ground treatment replacements	\$40,000	\$-	0.00%	ON HOLD - need
Millstream	Replace gymnasium ceiling and upgrade lighting	\$78,000	\$95,000	100.00%	Complete
Ruth King	Garden Fencing	\$14,000	\$13,500	100.00%	Complete

Ruth King	Kitchen Refresh	\$20,000	\$25,000	100.00%	Complete
Ruth King	Gates for play areas (3)	\$2,400	\$2,400	100.00%	Complete
Ruth King	Nature Play	\$10,000	\$2,000	10.00%	In-Progress
Sangster	Repurpose 1017 / Chromebook Relocation	\$5,000	\$2,000	100.00%	Complete
Saseenos	Nature Play	\$10,000	\$10,000	100.00%	Complete
Saseenos	Hockey court	\$12,000	\$26,000	100.00%	Complete
SBO	Half doors at entries to HR and Finance	\$7,000	\$-	0.00%	Scheduled Fall 2021
SBO	Balcony and door removal with window install	\$20,000	\$12,000	100.00%	Complete
Sooke Elementary	Outdoor Classroom (Under the Cedars)	\$6,000	\$4,000	100.00%	Complete
Sooke Elementary	Ramp access for playground	\$6,500	\$6,500	100.00%	Complete
Spencer Middle	Install vent for range in Skills for Life classroom	\$3,500	\$3,000	100.00%	Complete
Various	Gender neutral washroom planning	\$10,000	\$2,000	10.00%	In-Progress
Various	Engineered wood fibre playground top ups	\$60,666	\$-	0.00%	ON HOLD - budget
Westshore Colwood	Clean and paint stairs treads for visibility	\$2,000	\$2,200	100.00%	Complete
Westshore Colwood	Air quality for room 1046, dampers and CO2 sensor	\$5,000	\$-	0.00%	Scheduled Fall 2021
Westshore Colwood	Move shed to align along fence line	\$2,000	\$-	0.00%	Scheduled Fall 2021
Willway	Nature Play	\$10,000	\$-	0.00%	Scheduled for Spring 2022
Willway	Outdoor Classroom	\$6,000	\$-	0.00%	Scheduled for Spring 2022
Willway	Replace first aid pocket door with swing door	\$5,000	\$5,000	100.00%	Complete
Project Totals		\$581,566	\$324,600	55.81%	
Total AFG (Programs and Projects)		\$1,630,566	\$1,208,850	74.14%	

Additional AFG Emergent Projects (Apr. 2021 to Dec. 2021)

YTD	% Complete	Notes
\$ 500	100.00%	EMCS Polycorrosive cabinet install
\$ 5,000	100.00%	Colwood accessible crosswalk installation
\$ 1,200	100.00%	Millstream roof top climbing deterrent
\$ 1,200	100.00%	EMCS security camera (wiring installation)
\$ 1,000	100.00%	Ruth King hose bibb for garden
\$ 2,500	100.00%	EMCS self storage compressed air tanks
\$ 22,000	100.00%	Savory fire alarm system upgrade
\$ 3,000	100.00%	EMCS outside theatre lighting (flies)
\$ 18,000	100.00%	Dunsmuir portable walkway replacement
\$ 8,000	100.00%	John Muir gymnasium acoustic upgrade
\$ 15,000	100.00%	Spencer Change Room Partitions
\$ 500	100.00%	Dunsmuir dedicated circuit for Salto
\$ 40,000	100.00%	Dunsmuir cable upgrade/patch panel
\$ 1,400	100.00%	Various, Ready, Step, Roll installs
\$ 1,700	0	Facilities front desk wiring
\$ 4,000	50.00%	Various gender neutral washroom signage
\$ 2,000	100.00%	Ruth King additional security camera
\$ 6,000	100.00%	Poirier nature playground repairs
\$ 600	100.00%	Sooke Elementary 2 playground boards
\$ 1,500	100.00%	Sooke Elementary obstacle course installation
\$ 4,000	100.00%	Poirier climbing structure installation
\$ 5,500	100.00%	Sangster flooring 1017/1018
\$ 4,500	100.00%	Wishart neighbour fence repair
\$ 2,500	100.00%	EMCS outside theater lighting replacement
\$ 151,600		